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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : ALL MEMBERS OF OFFICE OF GENERAL COUNSEL

DATE: 7 April 1951

FROM : General Counsel

SUBJECT: Summer vacations

References  
as reminders:

General Appropriation Act, 1951 (P.L. 759, 81st Cong., 2nd Sess.):

"Section 1212. No part of the funds of, or available for expenditure by any corporation or agency included in this Act, \* \* \* shall be available to pay for annual leave accumulated by any civilian officer or employee during the calendar year 1950 and unused at the close of business on June 30, 1951: \* \* \*."

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CIA Regulation 

"Annual leave programs will be planned in advance and scheduled so as not to unduly impair the efficiency of operations. Supervisors responsible for approving leave will assure that employees are afforded an opportunity to avail themselves of earned annual leave. An employee may be placed on annual leave in any case in which the supervisor responsible for approving leave considers it desirable from an official standpoint. Employees scheduled for leave during periods not desired by them may elect to refuse such leave periods, but refusal may result in forfeiture of that amount of annual leave which is in excess of the maximum that can be carried forward into the succeeding year."

At least two weeks' vacation is required to be taken, provided that that amount of annual leave has been earned. Individual days off, particularly in connection with week ends, is encouraged where truly urgent work will not be hampered.

Please indicate on the attached sheet your first and second preference as to the approximate dates of your leave, all dates to be inclusive.

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LAWRENCE R. HOUSTON